

## **Union Stakeholder Meeting on September 21, 2005**

### **Questions**

A 21<sup>st</sup> Century Project update was provided to employee union representatives on the SAP software. The Union Meeting was held at 300 Capitol Mall on September 21, 2005, 9:00 – 11:00 AM on the 2<sup>nd</sup> floor in the Rio Tierra Room. Speakers included moderator Camille Goodwyn-Boyd representing DPA, Don Scheppmann and Terry Bridges representing the State Controller's Office and Michael Bollinger demonstrator for SAP.

After providing information on the project, a demonstration of the SAP vanilla system was presented.

The following questions were addressed during the meeting:

- 1) Will employees be able to do a paycheck calculation for the 457k?  
This is a function included in SAP. (Need to confirm that this can be done when 401/457 is not processed from the ESS).
- 2) When an employee submits a request for vacation, how will they know if it was approved or not?  
In system design we will determine how employees will be approved. However, if the request is denied the employee will be notified.
- 3) In regards to timekeeping, will each employee have to enter their time to generate a paycheck?

Employees who are paid based on an anticipatory calendar, will continue to have checks issued by the system without a timekeeping attendance form being processed. However, overtime and other premium or miscellaneous pay that require timekeeping records will continue to be paid when the required attendance is submitted.

For positive paid employees, timekeeping must be entered and processed.

- 4) Will all pay requests have to go through HR?  
Based on approvals, it may not necessarily require going through HR, once forms are approved pay may automatically be generated by the system.
- 5) What will happen if the supervisor is gone?  
SAP has several options, examples would be manager is going on vacation and can assign a person to approve or can have a rule where 2 out of 3 approvers are required or it can be escalated after a designated period of time. This will be discussed in design.
- 6) What are you going to do about employees who are not familiar with working on computers?  
Design will be geared to keep the processes simple, provide online instructions, perhaps have department super users/help desk, have a call center, etc. We will also be accommodating exceptions (those people who cannot use a computer).
- 7) Regarding benefits, how will we administer and provide the various information for benefits like maternity leave, NDI, SDI, etc.?  
SCO is not and will not be the program administrator for these benefits.
- 8) How will employees get information about these programs (see above); how they differ between different bargaining units?

The system will restrict what the employee will have access to based on various criteria, like bargaining unit, position, etc.

- 9) How and what will be the procedures for union dues/fair shares, how will they be handled?  
The unions will still control this process. Union dues and fair share will basically be handled like deductions provided by the union.
- 10) Discussion/issues regarding SSN verses Employee ID:  
It was explained that SCO would be working with the unions to possibly replace their current use of SSN to an Employee ID for identifying members.  
Will Employee ID's remain the same?  
The same Employee ID will be used throughout state employment.
- 11) Union representative expressed positive reaction to the elimination of the current Position Number process as compared to the new position concept.
- 12) Regarding overpayments, if an overpayment is identified as occurring in a previous year, how will it be collected electronically?  
The SCO must use the laws, bargaining contracts, due process, etc. to determine how it will be collected.
- 13) Will the system do anything about overpayments e.g., wrong time keyed?  
System will have more audits in various areas like appointments, which may prevent overpayments, but it cannot determine if wrong time is keyed and had been approved in the approval workflow.
- 14) Overtime rates are based on the employee's classification; will the system be able to determine different employee rates based on for example differentials?  
SAP can evaluate based on rules to calculate and determine what is included in the overtime rate. The rate can be determined using many different criteria.
- 15) Can timekeeping be completed at home?  
Employees will be able to complete timekeeping forms from home computers. The forms that are submitted will go through the regular approval workflow.